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DD/S 63-2876

16 JUN 1963

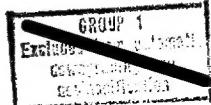
MEMORANDUM FOR: Executive Director

SUBJECT : Agency's Visual Aids/Graphics Services

REFERENCES : a. Memo dtd 9 May 63 to DD/S fm ExDir, same subject  
 b. Memo dtd 18 Mar 63 to ExDir fm D/Pers, subj:  
 Consolidation of the Agency's Visual Aids/Graphics Services

1. The survey reported in Reference (b) developed comprehensive and useful information about the state of visual aids/graphics work in the Agency. It demonstrated that Agency components generally are provided the graphics services they need within acceptable time limits, and that a general consolidation of graphics units would be impractical because of such factors as security, dispersed locations, specialized requirements, and the difficulty of setting priorities. It concluded, however, that consolidation of units would be advantageous in two instances (SSA-DD/S and Logistics; OCI and OBI), and that administration of the total graphics activity would be improved by establishment of a coordinating authority. It offered three specific recommendations, that:

- a. A position of Graphics Coordinator be established under the Chief, Printing Services Division/OL, with responsibility for coordination and effective distribution of work throughout all graphics components, and for a career management program for all graphics employees.
- b. The Graphics Support Branch of OBI be incorporated into the Graphics Division of OCI.
- c. After a year, the Graphics Coordinator review the progress made toward obtaining balanced distribution of workload and effective utilization of personnel and report his findings and recommendations to the Director of Personnel for appropriate action.

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2. I have examined these findings and recommendations and they have been discussed in detail with representatives of the components concerned. The following actions or conclusions have resulted.

a. The SSA-DD/S and Office of Logistics visual aids groups have been consolidated in one graphics unit under the Printing Services Division/OL. Thus the unit with the biggest backlog has been joined with the one which, according to the survey, was least employed. This accomplishes a more equitable distribution of workload and also gives the Printing Services Division useful experience in managing a graphics component. The Chief/PSD is taking a personal interest in the matter and will reach some conclusions in due course about the extent to which his Division can play a coordinating role.

b. After further study within the DD/I area it has been concluded that consolidation of OBI and OCI units is not practicable, even though it might be desirable. Problems of physical separation (OBI in Alcott Hall; OCI in Headquarters), security (special handling requirements which prevent the assignment elsewhere of much of OCI's work), and space (lack of space to accommodate additional personnel behind the barrier) are controlling factors.

c. The subject of overall career management of graphics personnel has been reviewed, taking into account Reference (b)'s recommendations and the Advisory Committee suggested in Reference (a). I concur fully in the objectives of these recommendations, but I believe there may be a simpler way to get at them. We are concerned with a maximum of 65 to 70 employees, now assigned in seven separate units in three Deputy Directorates. The survey has revealed no evidence of serious inequities or morale problems among them. I question whether, as a practical matter, a Graphics Coordinator, under the Printing Services Division, could carry out the responsibilities which would be assigned to him under Recommendation 5(a) of Reference (b). I am reluctant, furthermore, to establish a formal Advisory Committee to look after the interests of this group unless and until the need for such a mechanism

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is established. The Office of Personnel sees all personnel actions and has the functional responsibility to effect proper placement, monitor fitness reports and promotions, and to see generally to the equities of personnel administration in all units. That Office also, in collaboration with the Comptroller, has responsibility for monitoring manpower utilization practices in the Agency. The Director of Personnel is thus in a position to act on most of the problems outlined in Reference (b). To the extent that he may need help from the units concerned, he can and should request it.

3. I have asked the Director of Personnel to monitor on a continuing basis the overall management of graphics personnel, and to request such assistance as he may require from the components concerned to deal with specialized problems. The responsibility is properly his; I prefer to leave the choice of means to his judgment and the practical necessities which may arise. I have also asked the Chief, Printing Services Division, to comment on the coordinating role which his Division can or should play after he has had a few months of experience with the unit now assigned to him.

(SIGNED)

L. K. White  
Deputy Director  
(Support)

cc: D/Pers  
D/L (Attn: C/PSD)  
VSSA-DD/S

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STATINTL

At the request of [redacted] OL, I gave him the following overtime figures for Visual Aids covering the period 1 July 62 to the present:

10 hours Comp

158 hours paid overtime.

vld